

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																																																																					
<input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other										7. Fair Labor Standards Act										8. Financial Statements Required										9. Subject to IA Action																																																																															
Explanation (Show any positions replaced)										<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																																															
Standard MWR NAF PD										10. Position Status										11. Position Is										12. Sensitivity										13. Competitive Level Code																																																																					
										<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										14. Agency Use																																																																					
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date																																																	
a. Office of Personnel Management																																																																																																													
b. Department, Agency or Establishment																																																																																																													
c. Second Level Review										Cashier										NF										0530										01										SN										12-31-01																																																	
d. First Level Review																																																																																																													
e. Recommended by Supervisor or Initiating Office																																																																																																													
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																																																									
18. Department, Agency, or Establishment																				c. Third Subdivision																																																																																									
a. First Subdivision																				d. Fourth Subdivision																																																																																									
b. Second Subdivision																				e. Fifth Subdivision																																																																																									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																																																									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																																																									
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																																																									
Signature										Date										Signature										Date																																																																															
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																																																									
Typed Name and Title of Official Taking Action																				OPM Job Family Std Clerical Tech Acct Budget Work GS-0500C HRCD-4 Dec 97																																																																																									
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																																																									
Principal Classifier																																																																																																													
Signature										Date																																																																																																			
23. Position Review										Initials										Date										Initials										Date										Initials										Date										Initials										Date																													
a. Employee (optional)																																																																																																													
b. Supervisor																																																																																																													
c. Classifier																																																																																																													
24. Remarks																																																																																																													
25. Description of Major Duties and Responsibilities (See Attached)																																																																																																													

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Cashier **POSITION NUMBER** 01-0103 **JOB SERIES:** 0530 **PAY LEVEL:** NF-1

Summary of Duties:

Collects and issues money bags, cash funds, and sub-custody receipts from Sales Associates/Cashiers; maintains log record of movement of money bags and cash funds issued. Prepares bank deposits of cash receipts and makes change funds for cash registers.

Cashes payroll checks, personal checks, government checks, travelers checks, and money orders for authorized patrons, assuring that proper identification is provided. Checks names against "bad check" list and/or social security number before processing the payment of personal checks.

Receives, counts, and verifies monies received with daily cash reports for accuracy. Prepares coversheet by register, amount and register number with Daily Cash Report, as required. Operates package machines in connection with the counting and wrapping of coins and currency for change machines. Maintains appropriate logs as necessary.

Performs other related duties as assigned.

Minimum Qualifications:

Must have knowledge of basic cash handling procedures, be familiar with currency and negotiability requirements, and be able to operate a cash register. Knowledge of business mathematics and routine office procedures required. Six months of experience is preferred.